

The CURE

Contract User's Resource for Excellence

The "CURE" is a quarterly newsletter of the State Controller's Office

Volume 7, Issue 1

February 2001

News From The SCO

A State Controller's Office Update

By John Ivy, SCO

⇒ CCIT Meeting

The February CCIT Meeting will be held on Wednesday, February 21st from 9:00 a.m. to noon in Building 100 at Camp George West. For those of you not familiar with Camp George West, it is located just East of Golden on Old Golden Road. The address is 15055 So. Golden Road. A map was attached to the November 1999 issue of the CURE and can be found and printed from the SCO Website. If you have questions about the meeting or its location, please call the CCU.

An agenda for the upcoming meeting is included on the last page of this issue of the CURE.

⇒ State Privatization Program Transfer

The transfer of the State Privatization Program was completed on schedule. Effective January 1, 2001 the program was moved from the SCO to the GSS Division of Human Resource. The program has a new name and a new administrator. Joi Simpson is the administrator of the **Personal Services Review Program**. The new address is 1313 Sherman Street, Suite 319, Denver, CO 80203.

Please see Joi's article on page 3 of the CURE and be sure to complete her survey, which can be found on page 9 of this issue of the CURE. Your completed survey can either be mailed to her or you can give it to her at the CCIT meeting.

⇒ Statutory Violations - A New Way to Address an Old Issue

For the past few months the SCO has been developing a new internal policy, *Executing Contracts that Violate State Statute*. The final draft of this new internal policy has been formatted. It is currently being circulated for final review and comments. As soon as the policy

has been finalized, it will be distributed to all CCIT members via e-mail. Once the policy has been approved by the State Controller and you receive a copy, questions should be directed to a member of the CCU. Currently, plans are to hold training sessions on the new policy in order to provide all state agencies the chance to have their questions answered and their concerns addressed. The policy should be finalized and distributed within the next 30 days.

Central Approvers Names and Numbers

NAME	PHONE #	FAX #
<u>General Support Services – Department of Personnel</u>		
State Controller's Office		
<u>Central Contract Unit:</u>		
Phil Holtmann	303-866-3809	303-866-3569
Robert (Bob) Bowers	303-866-3820	303-866-3569
Yvonne Anderson	303-866-2862	303-866-3569
<u>Routing, Distribution and E-mail Updates:</u>		
Kevin Cruise	303-866-2127	303-866-3569
<u>Fiscal Rule Waivers and Statutory Violations:</u>		
John Ivy	303-866-3765	303-866-3569
Human Resource Services		
<u>Personal Services Review Program:</u>		
Joi Simpson	303-866-5496	303-866-4138
State Buildings and Real Estate Programs:		
Carol Lieber (SBP)	303-866-3158	303-894-7478
Mike Karbach (REP)	303-866-4759	303-866-2201
Bob Marshall (REP)	303-866-2204	303-866-4367
State Purchasing:		
Kay Kishline	303-866-6181	303-894-7444
Monica Rahman	303-866-6155	303-894-7440
<u>Office of the Attorney General</u>		
David Kaye	303-866-5142	303-866-4139
Rod Wolthoff	303-866-5027	303-866-4139
<u>NOTE:</u> You may e-mail any of the above by using the following format: firstname.lastname@state.co.us		

The Do's and Don'ts of Contract Amendments

By Robert Bowers, SCO

A recent contract crossed my desk, which provides a good example of how not to do an amendment. In this case, the agency prepared a one-year contract with the option to renew for up to four additional years. When the time arrived to exercise the first renewal option, the agency decided to use an amendment (as opposed to a renewal letter) to extend the contract. The following language appeared in the original contract: *"In consideration for the Contract Agreement, the State shall pay the Contractor fees for services and expenses as specified in the Schedule of Payments. The total amount paid to the Contractor under this Contract shall not exceed \$95,000.00 during the twelve months following execution of this Agreement."* (Emphasis Added). The first amendment modified the original contract to read as follows: *"In consideration for the Contract Agreement, the State shall pay the Contractor fees for services and expenses as specified in the Schedule of Payments. The total amount paid to the Contractor under this Contract shall not exceed \$181,000.00 during the twenty-four months following execution of this Agreement."* (Emphasis Added). Upon first glance, it would appear that the agency intended to extend the contract for one additional year at a cost of \$86,000.00. However, attached to the first amendment was a budget for contract years 2 and 3. Unfortunately this amendment was approved without objection. Strictly speaking, the use of the words *"following execution of this agreement"* refers to the original contract and not to the amendment. Now a second (renewal) amendment has been prepared and routed for approval. The agency, using the same form language as that found in Amendment 1, attached a budget (\$184,000.00) for years 4 and 5. After discussing amendments 1 and 2 with the Agency, it was learned that the \$181,000.00 from amendment 1 was meant (and was treated) as and for the year 2 and year 3 work. The \$184,000.00 identified in the Second Amendment is meant for the year 4 and year 5 work. By using the *"following execution of this agreement"* language, the agency inadvertently deleted the dollar amount payable to the Contractor

for the first year and replaced said amount with a new figure. If the second amendment is approved, a similar result occurs. In this case, the agency intends to pay the Contractor a total of \$460,000.00; however, the contract as amended by the Second Amendment shows that the Contractor is only entitled to \$184,000.00. The point of this story is that when you prepare amendments, please do not accidentally remove language from the original contract that should remain intact.

Another way (and possibly a better way) to increase a contract's term and funding is to use an *Option to Renew*, as allowed per the State Controller's *Contract Modification Policy*. To use an Option to Renew, an agency must add certain language and attach a standard one page option form to the original contract at the time the original contract is processed. Thereafter, if the agency desires to exercise the option, the form can be completed in a matter of minutes and routed (with the CLIN, CLI2, and Encumbrance document) to the Central Approvers for approval. The advantage, of course, is that the Option is easy to prepare and no Attorney General's review is necessary!

Finally, if your contract has been amended more than once and it is becoming difficult to read, you may want to include with the contract's routing documents a spreadsheet that traces the dollar figures from the original contract through the current amendment by fiscal and/or calendar year. Although a spreadsheet is not required, it will greatly reduce the processing time and is highly recommended. Usually, the program contract will have prepared a spreadsheet for their own use and attaching a copy to the contract packet will assist all reviewers. In addition, you will generate much goodwill from at least some of the Central Approvers.

Good luck and if you have any questions about amendments, please feel free to call me.

E-MAIL ADDRESS CHANGES

To make sure you do not miss an issue of the CURE or other important state contract information be sure that you keep your e-mail address current by sending changes to Kevin in the SCO CCU at:

kevin.cruise@state.co.us

Personal Services Review Program Update

January 2001

By Joi Simpson, GSS/HRS

As of January 1, 2001 the Privatization Program was moved from the SCO to the Division of Human Resource Services, Department of General Support Service/Personnel. The name has been changed to better reflect the program. The new name is Personal Services Review Program. All purchase orders and requisitions should be faxed directly to me. All contracts continue to be routed to the SCO where they can be forwarded to the appropriate Central Contract Approvers. The exception to this, of course are walk-through contracts. You will still need to schedule time with all the Central Contract Approvers to walk a contract through the system.

Program Survey

Attached to this newsletter you will find an informal program survey. This survey is intended to help streamline the program and identify difficulties with the Personal Services Review Program review process in addition to the issues identified below. Please submit your completed survey to me, Joi Simpson, Personal Services Review Program Administrator, 1313 Sherman, Suite. 319, Denver, CO 80203 or email joi.simpson@state.co.us. Surveys must be received by **Wednesday, February 28, 2001** in order to be included in the analysis.

Proposed Program Changes on the Horizon

Suggested Personnel Rule Changes:

Some agencies are facing a potential problem next fiscal year in not getting certain personal services contracts approved. Part of the reason is the way Chapter 10 of the Personnel Rules are currently set up. I am proposing potential changes to the Personnel Rules that not only would clean up some of the current language but, also will address the issues some agencies are facing. The rules need to reflect the changing economy, labor market shortages and their effects on the economy. Some agencies are currently facing recruiting problems that are impacting their ability to contract. Changing the personnel rules will help alleviate some of these problems short-term. The proposed rule changes also bring the program more in line with purchasing procedures/rules and Fiscal rules. The rule making hearing will be scheduled by the end of March or the beginning of April. Once a draft of the rule changes have been completed they will be distributed to CCIT members through the CURE e-mail list for comments.

Annual Report:

Agencies have expressed concern regarding the time commitment needed for compiling the Personal Services Annual Report. No, it's not going away but, I am looking into ways to help agencies extract information from COFRS for the report. Yvonne Anderson, the former program manager, attempted to make this project happen. Unfortunately, due to Y2K, the project was put on hold. The plan now is to resurrect this project. If anyone is interest in helping tackle this issue please contact me directly. Any and all help would be greatly appreciated.

Contract Waivers/Amendments

Contract waivers/amendments seem to be a big issue with some agencies. As it stands, if agencies have a program waiver in place the waiver does not apply to contract amendments. I will continue to operate the program in this manner until I have had sufficient time to establish a comfortable criteria for exceptions. Right now this is currently the only way, given existing resources, to monitor agencies adhering to program waivers. Please bare with me while I work with the program. Once I am comfortable, I will revisit this issue. In the meantime, please submit your contract amendments to me for review.

Concluded on page 4

Cost Analysis:

The current cost analysis seems to pose some confusion. The way the cost form is currently set up, there are questions as to whether or not it is offering meaningful information. Per CRS 24-50-503 (a) "...agencies must demonstrate that the proposed contract will result in over all cost savings to the state..." There are other provisions that apply to this statute as well. I am currently analyzing the form and considering other possible methodologies in order to establish a true cost analysis. I will keep you updated as progress made in this area.

Future Program Changes Being Considered

Statutory Changes:

Although the proposed Personnel Rule changes are overdue and greatly needed, they are considered only stopgap in nature. The legal analysis supports statutory changes, but only after the earlier proposed framework for determining outsourcing functions and its final impact on the personnel system is completed. The 1997 Privatization Commission Report recommends that there should be some type of policy decision on developing this legal framework. It is my intent to begin to take the necessary steps needed to move this initiative forward. This issue was also addressed in the department's JBC briefing. As the situation develops and progresses, I will keep you informed, solicit your comments and ask for your support.

Personal Services Contracting Waivers:

Currently, the program waivers are approved for individual agencies and/or departments. It is my intention to take this a step further and identify services that are used statewide and develop a blanket waiver for statewide services. This waiver would be similar to the one currently in place at SBREP for architect/engineering/construction services. This issue is noted in the attached survey and your comments are appreciated. It is important that you provide feedback on all issues in order for us to move forward.

Please feel free to contact me directly at 303-866-5496 to discuss any of these issues. Thank you and I look forward to working with you all.

**The Appropriate Use of Capital Outlay
And
Capital Construction Dollars**
By Dianne Stump, SCO FAST

Agencies that wish to repair, remodel or alter state owned buildings should be aware of the funds availability requirement to pay for the proposed repair, remodeling or alteration of the building.

Section 1 (1) of the headnotes to the operating section of the Long Bill defines capital outlay as the repair, remodeling or alteration of buildings costing less than fifteen thousand dollars; replacement and renewal of the plumbing, wiring, electrical, fiber optic, heating and air conditioning systems costing less than fifteen thousand dollars; and construction of new structures costing less than fifteen thousand dollars. Nonstructural improvements to land costing less than five thousand dollars (\$5,000) are also considered capital outlay.

These types of expenditures are correctly charged to either the state agency's capital outlay line, if one exists, or to an operating line, as capital outlay falls within the definition of operating expenses in the headnotes, Section 1(10).

The purchase or construction of a new building or the remodeling or renovation of an existing building that does not meet the definition of capital outlay is considered to be capital construction, as defined in CRS 24-75-301. Capital construction projects must be submitted to the Office of State Planning and Budgeting, or the Colorado Commission on Higher Education, as part of the budget preparation process. Projects that are reviewed and approved by the Capital Development Committee are submitted to the Joint Budget Committee (JBC) for approval. If approved by the JBC, the projects are appropriated in the capital construction section of the Long Bill.

The Long Bill headnotes apply to all dollars appropriated. Separate headnotes exist for the operating and capital construction section of the Long Bill. If an appropriation for repair, remodeling or alteration of a state owned building is made in a *Special Bill*, any limitations on the dollar amount of expenditures would be contained in the bill.

The Top 10 Most Frequent Contract Errors That Drive Central Approvers Nuts

By Robert Bowers and Yvonne Anderson, SCO

1. **Breach and remedy problems:** State Fiscal Rule 3-1 requires all Interagency Agreements to contain a *breach and remedy* clause, see State Fiscal Rule 3-1, page 7. A sample form of an Interagency Agreement, which contains a breach and remedy clause, can be found in Chapter 6 of the *State Contract Manual* on page 101.
2. **Signatures and signature page problems:**
 - The correct signature block for the State Controller is: Arthur L. Barnhart, State Controller. Please do not use “Division of Accounts and Control”.
 - Proper attestations are being omitted on most contracts.
 - Many contracts are being routed with photocopied signatures. Page 6-30 of the *State Contract Manual* says no photocopies. To solve this problem, the agency should prepare and receive 4 contracts with original signatures. Before the copies are routed to the Central Approvers, one original copy should be kept by the agency so that if something bad happens to the other three copies, an original signed contract is still available for execution.
 - Some of the agency signatories are changing the way in which they sign their contracts (For example, they may use only the first initial of the first name instead of the entire first name). As a result, the signature is not exactly the same as that found in the *Record of Authorized Signatures* maintained by the CCU. If the signatory desires to change his or her contract signature, a new *Record of Authorized Signatures* must be prepared and submitted to the SCO CCU.
3. **Encumbrance Document problems:**
 - Many contracts are being routed to the Central Contract Approvers where the accompanying encumbrance document does not equal the amount set out in the contract. For audit trail purposes, the CCU will only approve encumbrances that equal the value of the contract. Any other changes to the encumbrance must be done by the agency through its CFO.
 - Some contracts are still being routed with encumbrance documents that have already been approved, presumably by someone in the agency. Please note that encumbrance documents should be ready for level 3 approval when they are routed, but not already approved. The CCU will approve the encumbrance when the contract is executed.
4. **Pagination and contract reference problems:**
 - Many contracts fail to paginate the Special Provisions. Some fail to have the correct number of pages identified (i.e. the pagination will say “Page 6 of 5” or something similar). Some contracts fail to have any pagination at all!
 - Multiple page exhibits also need to have some sort of page numbering, pagination.
 - Many agencies are failing to properly identify exhibits and/or attachments. If a contract refers to “Exhibit A,” then the attached exhibit should be marked on the first page as “Exhibit A.” Also, when more than one exhibit is being attached to the contract, please attach them in the proper order (i.e. A, B, C, D or 1, 2, 3, 4 not as D, B, A, C, etc.).
 - Amendments, Renewals, and other similar contract modifications often improperly refer to the original contract, or to the wrong provisions in the original contract. Please double-check all references used in the body of the contract. For example, if your renewal letter says “Pursuant to Paragraph 3(a) of the original contract.....”, make sure that Paragraph 3(a) of the original contract contains the authority for which you are citing.

Concluded on page 6

Top 10 Contract Errors

5. **Contract effective date problems:** Please note that the *Effective Date* in most contracts should be the date the contract is signed by the State Controller. For example, "This contract shall be effective upon approval by the State Controller, or designee, or on (*hard start date*), whichever is later.". If a *hard start date* is used without the above quoted State Controller caveat, make sure the contract will reach the Central Contract Approvers before the *hard start date*. If a *hard start date* passes before the contract reaches a Central Contract Approver, you will be cited for committing a statutory violation, a violation of CRS 24-30-202. **Finally, the initial term of the contract should not commence on a date before the effective date.**
6. **Special Provisions problems:** The *Special Provisions* are required in every state contract, except inter-agency contracts. These provisions should be kept intact, as part of the body of the contract, and not referred to or attached as an Exhibit to the contract. In addition, if the *Special Provisions* are modified in any manner, a fiscal rule waiver must be requested by the CFO. The fiscal rule waiver can be done via an e-mail request from the CFO to John Ivy in the SCO. Be sure to attach a hard copy of the waiver approval to the contract packet when it is routed to the Central Approvers.
7. **Missing document problems:** Please remember to attach all appropriate documents to your contract packet prior to sending them to the Central Contract Approvers. Required documents may include any or all of the following: a current screen print of the CLI2, CLIN, the encumbrance document showing "ready for level 3 approval," all exhibits/attachments, program waivers/pre-approval letters from the Privatization Program, and if the contract packet is for a contract amendment, a copy of the original contract and any other amendments related to that specific contract must be included.
8. **Mathematical error problems:** Mathematical errors are being found in increasing numbers on contracts with multiple amendments. To help eliminate these errors and shorten the contract review and approval time, you may want to consider attaching a spreadsheet showing the dollar amount of the original contract and every amendment thereafter to the contract packet.
9. **Contract term problems:** Many errors have been noted with the term of the contract. Many amendments are routed to the Central Contract Approvers where the contract's ending date has not been properly extended. In some cases, the contract has actually terminated by its own terms, before an amendment or option to renew is processed.
10. **Communication problems:** A majority of your contract problems can be eliminated or at least the processing time shortened by contacting a Central Contract Approver to ask questions and resolve issues prior to routing the contract for approval. It is always easier to get the contract right the first time rather than having to correct a mistake during the approval process. Please call the CCU if you have any question concerning state contracting.

Capitol Outlay

The remodeling of leased space should be paid in accordance with the rental agreement, as part of the cost of leasing the space. A specific appropriation for leased space expenses is required for all state agencies, unless specifically exempted in the headnotes or noted in a *special bill*. Please refer to the headnotes, Section 1(7) for further details.

If you have questions concerning any of the above, please call your Field Accounting Services Team (FAST) member or Dianne Stump at 303-866-3890.

SBREP Semi-annual Meeting

By Donna Barr, SBREP

On December 1, 2000 State Buildings and Real Estate Programs held its semi-annual meeting for agency representatives regarding construction, controlled maintenance and leasing matters. At that meeting the new Real Estate Program Policies and Procedures Manual for Agencies and Institutions was distributed. The manual is intended for use by state agencies to assist agency personnel in the completion of documentation for leasing of property by state agencies and to provide assistance with easements, rights-of-way, purchases, sales and exchanges of real property. Included in the manual are standard forms as well as a detailed discussion of the process to be followed for negotiation and execution of state leases enabling them to be processed through the system with the least amount of delay. In addition, standard real estate forms will soon be available to agencies via Lotus Notes.

One copy of the manual has been given to each group working directly with leasing. If you have not received a copy, please contact a representative in your working group to make a copy. If your agency does not have a copy, a limited number of copies are available.

When the standard real estate forms are available on Lotus Notes, agency representatives will be notified. In the meantime, the standard forms can be e-mailed or sent on disk.

If you have questions or comments, or would like copies of the standard forms, please contact Bob Marshall at 303-866-2204 or by e-mail at bob.marshall@state.co.us.

Top 5 Lease Contract Problems

By Mike Karbach, SBREP

The following is a listing of the five most common problems with lease contracts:

- The "Made Date"
- Complete addresses for the lessor and the premises
- Typos and math errors
- Not attaching all referenced exhibits
- Lessor's signature block

A Good Tip & A Friendly Reminder

By Robert Bowers, SCO

When completing the recitals section of a contract, use the language proposed in the November 2000 issue of the CURE (Vol. 6, Issue 4), dealing with the sufficient availability of unencumbered funds. The recital is copied below for your information:

WHEREAS, authority exists in the law and funds for the current fiscal year have been budgeted, appropriated, and otherwise made available and a sufficient uncommitted balance thereof remains available for encumbrance and subsequent payment of this contract.

This recital was developed to solve the problem of incorrect fund and/or appropriation information being placed in the "old" recital currently in use. Note that when the old recital is used and the fund number and/or appropriation code does not match the encumbrance document provided to the State Controller, the agency (and an error code) is usually given to the agency. If you continue to use the old recital, please be sure the fund/appropriation information matches the encumbrance document provided with your contract packet.

SBREP Forms Availability

By Carol Lieber, SBREP

SBREP revised web page is under construction and will not be available for at least 30 days. A link has been provided on their current web page to all standard contract forms, documents, lease forms, and the Real Estate Program policies and procedures manual. Agencies can access SBREP standard contract forms, documents, lease forms and policies and procedures manuals via Lotus Notes. Lotus Notes is a software program available on computers in agency purchasing and facility units.

Annex A, State Buildings and Real Estate Programs, of the *Contract Procedures and Management Manual* is outdated and will be eliminated when the *Manual* is revised. The information contained in Annex A of the *Manual* should not be used. These forms, policies and procedures have been updated and are available on the Internet, as noted above or through SBREP.

Personal Services Review Most Common Mistakes

By Joi Simpson, GSS/HRS

1. When submitting a contract for review the Personal Services Certification Form is missing or is incomplete.
2. Questions on the Personal Services Certification Form are lacking information, such as the scope of work, a cost analysis, a term of the service, a dollar amount for the service, if the vendor was a state employee or state temporary employee, the dates of employment, the duties as a state employee, and the duties as the contractor.
3. The Personal Services Certification Form is not signed and dated.
4. No analysis has been done to determine if the service is impacting the state classified workforce.
5. The cost analysis is missing benefits information, the employee side and the contract side must reflect the same cost; the hourly rate comparison cost is above the minimum pay scale; the contractor side is missing contract oversight cost.
6. When submitting contracts and the service falls within the agencies program waiver, the program waiver document is not attached to the contract.
7. When submitting contracts with a waiver, the service does not fall within the program waiver (amendments are not excepted). Personal Services Certification not attached to the contract.
8. A screen print of the CLI2 table is not attached to the contract for routing and approval purposes.
9. Contracts are submitted for review when the service is exempted from the Personal Services Review, for example legal services and intergovernmental agreements.
10. Questions are not asked prior to routing the documents. A majority of the Personal Services Review problems can be eliminated simply by calling or e-mailing questions, prior to routing the document for review and approval.

SPO Peer Assessment Contract Compliance Checklist

By Monica Rahman, SPO

- ◆ Vendor Selection Method. If the contract resulted from an RFP or IFB, the solicitation number should be quoted in the contract. A copy of the original solicitation as well as a copy of the vendor's proposal or vendor's bid must be included. If the vendor selection was based on a sole source, a copy of the signed sole source form with related documentation should be included with the cover sheets for internal purposes.
- ◆ Start Date/Term of Contract or Renewal Period. Does the term of the contract exceed the term stated in the solicitation? Did the original solicitation and contract allow for renewals?
- ◆ The Scope of Work. Does it differ from the SOW listed in the solicitation? If it does, and this is an amendment with changes in scope, did the original solicitation/contract allow for changes in scope or the addition of related services?
- ◆ Prices/Fees. If a new contract, are the prices/fees higher than those listed in the original solicitation or quotation? If this is a renewal, was there a price escalation clause in the original solicitation or contract?
- ◆ Special Provisions and Signature Page. Are the Special Provisions included and are the signatures complete?
- ◆ Referenced Attachments and Exhibits. Are they all included?
- ◆ Copies. Are there at least three copies of the contract?

Key to CURE Abbreviations

Attorney General's Office	AGO
Central Approvers Task Force	CATF
Central Contract Unit	CCU
Colorado Contract Improvement Team	CCIT
Division of Finance and Procurement	DFP
General Support Services	GSS
State Buildings and Real Estate Programs	SBREP
State Controller's Office	SCO
State Purchasing Office	SPO

**PERSONAL SERVICES REVIEW
PROGRAM SURVEY**

The following survey is being distributed to all State contract constituents. The intent of this survey is to establish criteria for potential program changes to the Personal Services Review Program. Please answer the questions as completely and openly as possible. Use additional sheets of paper as necessary and attach them to the completed survey.

Return this survey and any attachments to the **Department of Personnel/General Support Services, Attention: Joi Simpson, Personal Services Review Program Administrator, 1313 Sherman Street, Suite 319, Denver, CO 80203** or email it to **joi.simpson@state.co.us**. Please complete and return by no later than **Wednesday, February 28, 2001**.

1. What difficulties have you encountered with the Personal Services Review Program approval process?
2. How often are these difficulties encountered?
3. What suggestions do you have for correcting these difficulties?
4. What single change would most assist your state agency in complying with the Personal Services Review Program?
5. If the program approvals were delegated, like the State Controller delegation, what type of checks and balances would need to be in place to ensure compliance with the State Statutes and Personnel Rules?
6. The program is considering a statewide blanket waiver for certain services. To assist us in making this decision I need to know what types of services your agencies uses on a regular basis. Please list the types of services you would like to see waived.
7. Is your state agency's HR office or personnel administrator involved in reviewing personal service contracts and determining the contractor impact on the State's classified workforce? ____yes ____no ____sometimes
 - a. If "no" please state why.
 - b. If yes or sometimes, please explain their involvement.
8. What difficulties have you experienced in compiling the Annual Report?
9. What would assist you in working through these difficulties?
10. Has the "scope" contained in CRS 24-50-504 (2) (a), which provides criteria for approving personal services contracts, helped or hindered your agency?
11. Do you believe you have adequate knowledge/training of the privatization process. If not, what areas do you need assistance?
12. What other suggestions do you have for program improvements?

**General Support Services
Division of Finance and Procurement
Office of the State Controller
State Contracting Unit
1525 Sherman Street, Suite 250
Denver, CO 80203
Phone: 303-866-3281
Fax: 303-866-3569**



CCIT Meeting AGENDA



CCIT Meeting

Wednesday, February 21, 2001

Camp George West – Golden, Colorado – Building 100

Agenda

9:00-9:05	Facility Briefing	Phil Holtmann
9:05-9:10	CLIN Security Issue	Phil Holtmann
9:10-10:15	Personal Services Update	Joi Simpson
10:15-10:30	BREAK	
10:30-11:15	SCAT Sub-committee Reports	SCAT Members
11:15-11:25	Lease Database Information	Donna Barr
11:25-11:50	Most Common Contract Errors	CATF
11:50-Noon	Questions	Phil Holtmann

On the World Wide Web at :

www.sco.state.co.us/

**CONTRACT PROCEDURES AND MANAGEMENT
MANUAL
[contract/contract.htm](http://www.sco.state.co.us/contract/contract.htm)**

**PERSONAL SERVICES REVIEW PROGRAM
AND RELATED FORMS
[private/private.htm](http://www.sco.state.co.us/private/private.htm)**

**CURE
[cure/cure.htm](http://www.sco.state.co.us/cure/cure.htm)**